

### Earning UltraKeys Grade Points

1. Complete all activities within a lesson. Follow the “blue” prompts. UltraKeys keeps track of your work. You don’t need to “save.” If you are in the middle of a Test and requested by Mr. Osman to move on, finish the test because it will not record partially completed tests.
2. Take the lesson’s corresponding “Check Test” and pass it at any of the following levels:
  - a. 5-11 words per minute (wpm) and 90% accuracy
  - b. 12-24 wpm and 95%+ accuracy
  - c. 25-39 wpm and 97% + accuracy
  - d. 40-59 wpm and 97%+ accuracy
  - e. 60+ wpm and 97%+ accuracy
3. You will earn one grade point for each of the above levels of success for any of the 12 lessons. Your first goal should be to pass all lessons at 5+ wpm, Level 1, before you attempt to be a “speed” typist.
4. Do not worry about using capital letters until the 6<sup>th</sup> lesson. Even though they are on the tests, you will not be penalized until lesson 6 if you don’t use them.
5. Get in the habit of using one space at the end of a sentence. This is the new “spacing standard,” and this is how you will be graded in here.
6. Words to the Wise:
  - a. If you take a “Check Test” and pass it, do not take it again to “better” your score unless you are quite certain that you can do so....It will only keep track of your most recent score, not your best score.
  - b. When preparing to take a “Check Test,” you will have several options of letter/word combinations from which to choose. Select one that seems fun to type. You do not need to take/pass all of the options, just one of them at your desired level of success.
  - c. If you didn’t do well on a “Check Test,” try the same option/passage again, or select a different one. Sometimes attempting the same test twice gives you an advantage because you are familiar with the letter/word combinations.
  - d. If you mess up, you can restart a “Test” at any time by going to the “Drop-Down” menu bar and reselecting the test again.
  - e. Do not bother taking the “Challenger” tests that are at the bottom of the check test screen. No points are earned for taking this test.
  - f. Only spend time on the “Warm Up” activity if you are preparing to take a test and haven’t used UltraKeys yet that day.
  - g. If you do choose to use the “Warm Up” activity, press RETURN when you feel ready to move on. You’ll have to press RETURN to stop it.
  - h. If you finish a test before the “Timing Bar” runs out, press the “HOME” key on your keyboard.

Goals for Points:

6<sup>th</sup> grade – 24

7<sup>th</sup> grade – 48

8<sup>th</sup> grade – 48